



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Sign Maintenance Foreman

FLSA: NE

SERVICE: Classified

REVISED: 8/29/05

Summary: Under general supervision, fabricates, performs semi-skilled work of routine difficulty fabricating, maintaining and installing traffic control devices; supervises sign maintenance workers; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises Sign Maintenance Workers in the performance of their duties. Assists with inventory, placement, and removal of traffic control signs (i.e. stop signs, yield signs, speed limit signs and one way signs) and street name signs.
- Assists with replacing lost, stolen or damaged signs.
- Drives to sign locations and inspects status of signs.
- Assists with coordinating services from a road striping contractor to mark roads for safety.
- Fabricates street signs using a computer.
- Operates a hole driver for creating holes in signs to be affixed to posts.
- Keeps current on uniform traffic control devices and Arizona transportation standards for road markings.
- Removes signs that are damaged, incorrect or worn that need to be replaced or absent.
- Maintains hand and power tools; makes minor repairs as needed.
- Maintains records; enters traffic sign placement into the computer and date of installation using cartographer software.
- Produces reports of traffic devices as requested for public safety or accident investigation purposes.

Knowledge and Skills:

- Knowledge of the methods and materials used for the installation, maintenance and fabrication of traffic control devices.
- Knowledge of laws and regulations relevant to traffic control devices.
- Knowledge of principles and practices of supervision.
- Knowledge of the Manual of uniform Traffic Control Devices.
- Skill in the operation of equipment used for traffic control operations.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.
- Skill in interpreting traffic count data.

Minimum Qualifications:

High School Diploma or GED; AND two years experience in traffic control operations; AND a valid driver's license.